

5.2.4 STRATEGIC PLANNING SESSION

A successful strategic management session was held during June 2009. The aim was to review the targets of the municipality and to give strategic direction for the institution for the year.

5.2.4.1 PROPERTY AND ASSET MANAGEMENT

5.2.4.1.1 BUILDINGS

Progress on the construction of the new building is behind schedule, although the contractor undertook that occupation of the building could take place during the latter part of 2009.

The completion of the new building will also address the office space shortage currently experienced by the municipality.

All rental agreements are in place and payments are continuously monitored to ensure that rentals are up to date.

The responsibility of the management of assets of the municipality is shared between the department and the financial department.

5.2.4.1.2 MOTOR VEHICLES

The white fleet of the council is fairly old, especially after the municipality lost two fairly new vehicles in accidents. The majority of council vehicles have registered more than 120 000 kilometres.

The fleet management policy is in the process of being reviewed so as to ensure that the white fleet will be replaced after a certain period of time in use.

Council will have to serious look into the acquisition of additional vehicles because the current fleet is inadequate and the maintenance costs are very high.

5.2.4.1.3 VORSTERSDAM FARM

Two close corporations have been established on the farm by the Department of Agriculture. The aim is to ensure organised farming activity, which will ensure market viability

Neighbouring commercial farmers are assisting the emerging farmers of Vorstersdam by sharing their farming knowledge and experience.

5.3 GOOD GOVERNANCE AND PUBLIC PARTICIPATION

5.3.1 DEVELOPMENT AND MAINTENANCE OF THE MUNICIPAL WEBSITE

The municipal website is up and running and is continuously updated to ensure that it reflects what is going on within the municipality.

5.3.2 ADMINISTRATIVE SUPPORT

The necessary logistical support is given to Council and Mayoral Committee through council minutes, agendas and other tasks, as requested and expected from the department from time to time.

The municipality assisted a number of municipalities during this period where a lack in managerial or financial management capacity manifested itself.

5.4 OTHER FUNCTIONAL AREAS

5.4.1 THE ESTABLISHMENT OF AN EFFECTIVE AND EFFICIENT DISASTER MANAGEMENT UNIT

The aim of the disaster management centre is to co-ordinate and organizes all the available resources during a disaster or an emergency within the region.

The Centre is operational and functional. It handles on an average 1456 calls over a period of 30 days.

The disaster management framework for Pixley Ka Seme DM has been reviewed and a draft document has been compiled and will be submitted to council for adoption.

No volunteer training programme could take place due to lack of funds

- **Status of your Disaster Management Centre**
Semi - Functional
- **Status of IGR Structures**
 - Technical IGR sits Quarterly
 - Advisory Forum not established yet
 - District Disaster Management Committee
 - Standing Committees are functional
- **Status of the disaster management capacity in your Department/Centre/entity**
 - Municipal Manager
 - Head Social and Support Service
 - Disaster Management Officer
 - Centre Operators
- **Status of your Disaster Management Plans**
 - Disaster Risk Management Framework is in place
 - Draft level 3 Disaster Management Plan
- **Status of readiness to deal with a disaster including financial capabilities.**
We depend on the disaster management grant that we receive from National.
- **Status of readiness to deal with the FIFA 2010 event.**
The district is busy putting plans in place for the Public Viewing Areas that will be developed in our area.
- **Status and results of Disaster Risk Assessments undertaken**
No risk assessment was undertaken due to lack of funding and the necessary expertise

- Description and dates of disasters and disaster-related incidents that occurred between 1 April 2008 and 31 March 2009, the classification, magnitude and severity of these disasters or incidents, the effect on the community and infrastructure as well as cost of damage, etc. Also describe how each incident was managed – who all the role players were, etc.

Action Taken

Warning systems were activated and some of the affected people were evacuated to the temporary shelter at Thembinkosi community hall. When we arrived there (13h55) the evacuation process was almost completed; there was only few left and the process was completed at about 14h30.

Helping Aid

We provided the affected families with 100 blankets and 39 mattresses and food from the time till the afternoon of the 11 November 2008.

Affected Area (Households)

A number of 24 households (57 people, young and old) were affected and four of the affected refused to evacuate.

Severity of the Incident

The scale of the impact was moderate

Damage Estimate

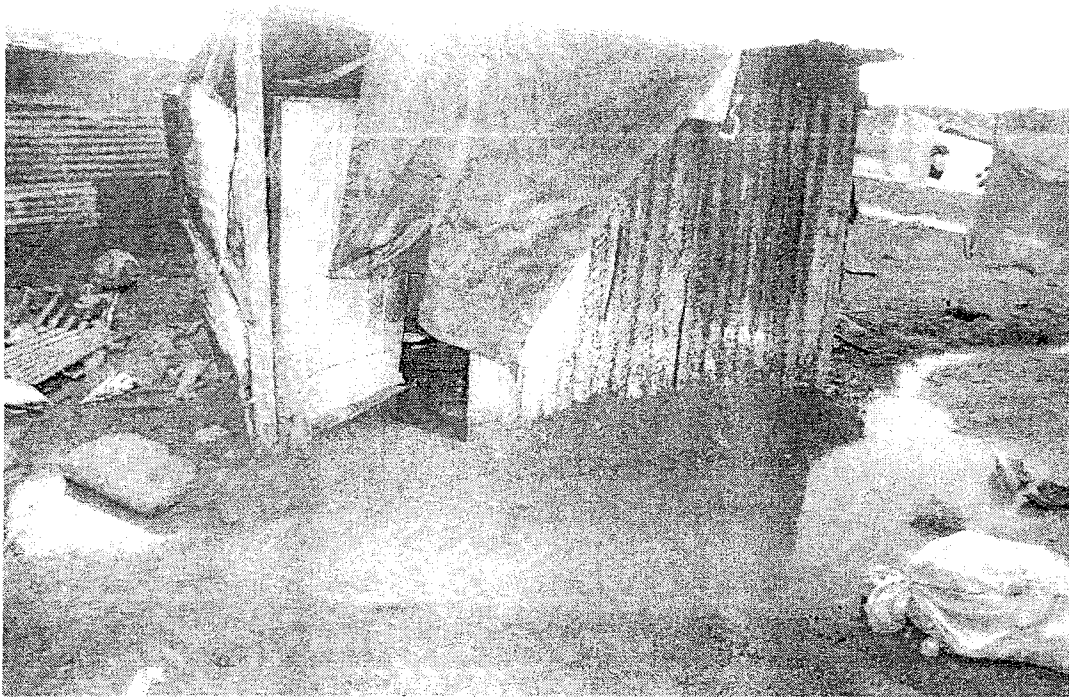
The damage is estimated around the figure of R80 000.00. No injuries or fatalities were reported so far.

Noupoort field Fire on the 18 December 2009

The fire incident in the Noupoort area that started on the evening of the 18/12/2008 damaged grazing land of various farms in the area. A total of 10500 hectors were burnt down. The damage estimation for the incident was **R270 000.00**

Informal Houses Damaged By Water in De Aar

Informal Settlement Malaycamp-De Aar



Informal Houses in Malaycamp- De Aar



- **Best Practice / Achievements / Successes**
The approval of the district disaster management framework by Council and the establishment of the District Disaster Management Committee
- **Problems experienced and concerns, etc.**

Funding for disaster management activities as it is that the current grant is not sufficient to carry out this function

5.4.2 MUNICIPAL HEALTH

Authorisations

Authorization under the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972)

Pixley ka Seme District Municipality was authorized on the 05 May 2008. This authorization can be viewed in Government Gazette Notice No. 31064 of 23 May 2008.

2010 FIFA: World Cup Implementation Plan

This plan was drawn up and was implemented to address the goals of the 9 Municipal Health Service Delivery indicators and also to complement the Health and Hygiene Education Strategy. This plan was and is currently still being implemented.

Environmental Health Services Delivery Plan

This plan was drawn up and was implemented during 08/09. It should be noted that due to financial difficulties experienced by the Municipality, the plan could not be executed to its full potential as it would've been desired.

Health and Hygiene Education Strategy

This plan explained how the Health and Hygiene Strategy for our district was implemented during this financial year. Below is a breakdown of community projects that were undertaken by the Environmental Health Division.

Cleanest Town Project

This is an ongoing project that was initiated in Emthanjeni Local Municipality and the aim of this project focused on raising awareness with the public on the prohibition of littering.

Environmental Awareness Campaigns

The project was rolled out in collaboration with National Hand Washing Day. The following topics were conveyed to a total of 907 learners and a total of 32 teachers, in the form of presentations and demonstrations:

- What are germs?
- How germs spread
- Importance of hand washing
- Personal Hygiene
- Environmental Hygiene

The following schools were visited:

- Karel Van Zyl Primary School (Carnarvon)

- Van Wyksvlei Primary School (Van Wyksvlei)
- Orania Diamand Highschool (Hopetown)
- Vukasiswe Primary School (Hopetown)
- Steynville High School (Hopetown)

SERVICES RENDERED

Water Quality

Our E.H.P's and Local Municipalities conduct water samples on a monthly basis to check the general quality of our domestic water supply. When failures are experienced Local Municipalities are expected to ascertain the course of the failure and implement corrective action immediately. The table below will illustrate the total number of water samples taken throughout the district from July 2008 – June 2009.

Municipality	Population	Month												Tot. For 08/09	Tot. For 07/08	Min. Require- ment / Yr
		2008						2009								
		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Ubuntu	16 376	16	10	21	24	14	3	9	8	9	20	33	7	174	42	36
Siyancuma	35 809	8	8	8	8	8	8	0	0	8	8	8	7	79	53	120
Renosterberg	9069	10	10	10	10	10	10	10	10	0	5	6	4	95	126	24
Kareeberg	9436	4	4	4	4	4	4	4	4	4	4	10	10	60	51	24
Siyathemba	17 513	14	9	9	12	11	0	3	8	6	9	9	9	99	26	36
Thembelihle	13 936	5	6	6	6	6	6	8	6	6	9	10	6	80	78	36
Umsobomvu	23 640	7	8	0	4	0	7	5	4	9	0	11	5	60	67	36
Emthanjeni	35 549	13	12	12	13	13	12	13	13	9	4	13	12	139	108	120
Sub Total/Month		77	67	70	81	66	50	52	53	51	59	100	60	787	551	432
Total/Quart		1 st 214			2 nd 196			3 rd 156			4 th 219					

Other Services

Objective	Indicator	Actual 07/08	Actual 08/09
Surveillance and Prevention of Communicable Diseases	No. of New Cases of fortifiable water-borne diseases reported to the E.H.P (Viral Hepatitis A, Cholera and Typhoid)	215	638

Chemical Safety	No. of New Cases of pesticide poisoning reported to E.H.P	3	0
	Total no. of HS Dealers inspected.	1	14
Disposal of the Dead	No. of Funeral Undertakers premises inspected that comply with the Funeral Undertakers Premises Regulation 237	14	12
Surveillance of Premises	No. of Schools inspected that have adequate and functional Sanitary Facilities.	25	25
	No. of schools inspected that have potable water supply	25	25
	No. of Public Health Facilities inspected that have adequate and functional sanitary facilities.	53	53
	No. of Public Health Facilities inspected that have Potable Water Supply	53	53
	No. of Correctional Services inspected that have adequate and functional sanitary facilities.	7	7
	Total no. of Correctional Services inspected that have Potable water supply.	7	7
Vector Control	No. of Formal business premises inspected, without infestation from vectors and rodents	3	21
Environmental Pollution	No. of Noise complaints received by the Municipality that were acted upon	5	5
Food Safety	Total no. of formal food handling premises inspected in possession of a C.O.A	693	271
	No. of informal food vendors (with C.O.A) inspected and found to be complying with the regulations	693	178
	Total no. of informal food vendors inspected	445	149
	Total Milking Parlours inspected	0	2
	No. of New food poisoning outbreaks (4 or more reported cases) reported to E.H.P	27	3
	Total No. of food samples analysed	4	2
	Of all food samples inspected, all those identified as non compliant for labelling	0	0
	No. of maize meal/bread flour samples that comply with the fortification regulation promulgated in terms of FCD Act 54 of 1972	0	0
	Total No. of maize meal/bread flour samples analysed	0	0
	No. of salt samples that comply with the iodine requirement stipulated in the salt regulation promulgated in terms of FCD Act 54 of 1972	1	0
	Total no. of salt samples analysed	1	0
	Total no. of milk samples analysed and found to be compliant in terms of the FCD Act 54 of 1972	2	0
	Total no. of milk samples sent for analysis	2	0
	No. of Formal Food Handling premises, or those that are licensed for the Sale and Supply of Meals, inspected that comply to Tobacco legislation	39	30
	No. of Formal Food Handling premises, or those that are licensed for the Sale and Supply of Meals, inspected for Tobacco Regulations	39	30
	No. of operational milling establishments that were inspected as stipulated under the FCD Act 54 of 1972	0	0
Waste Management	No. of waste sites inspected	3	22

5.5 HOUSING

5.5.1 HOUSING UNIT - ACCREDITATION

The housing section is established and every staff members trained. We are in the process of appointing two building inspectors and a further submission is to be made for the appointment of an extra clerk as it is now becoming clear that we do need one.

We have been assessed on the readiness and the compliance of the mu municipality on performing level one function on accreditation and also look as to how far we are in terms of compliance to the frame work we are presently waiting for the final outcome of the assessment process. On full level two accreditation we will be able to claim a percentage on all projects that we manage.

For the financial year 2009/2010 we have received only R1 500 000.00 from the Provincial Department of Human Settlements.

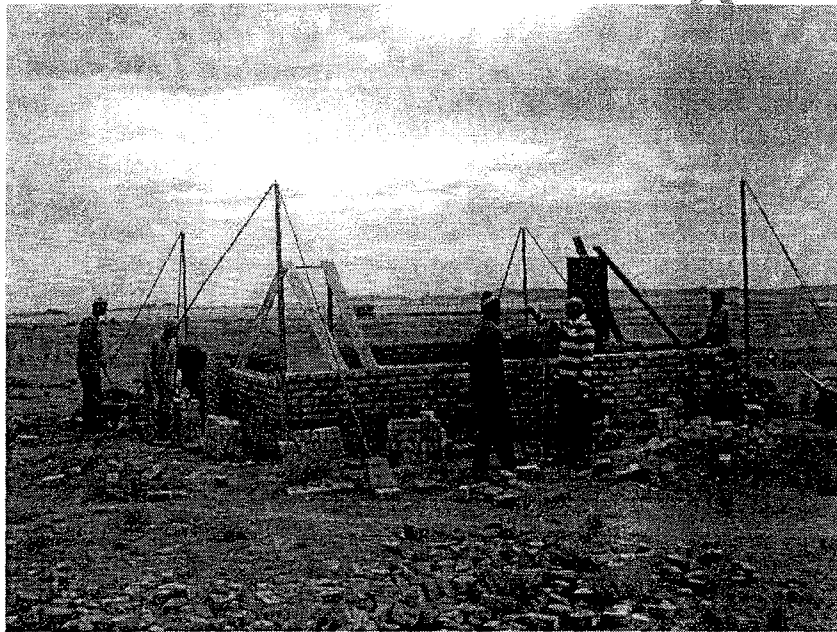
5.5.2 PROJECTS

The Ouboks project in this financial year was progressing at a snail's pace and everything has been done to fast track the project our biggest problem being phase one were the contractor instead of going back on site has chosen to challenge the district municipality through their lawyers who want to force the municipality to pay the contractor though they (contractor) owes the municipality, and these contractors were eventually dismissed from site and we are now looking at testing the services installed and doing all other necessary rectifications.

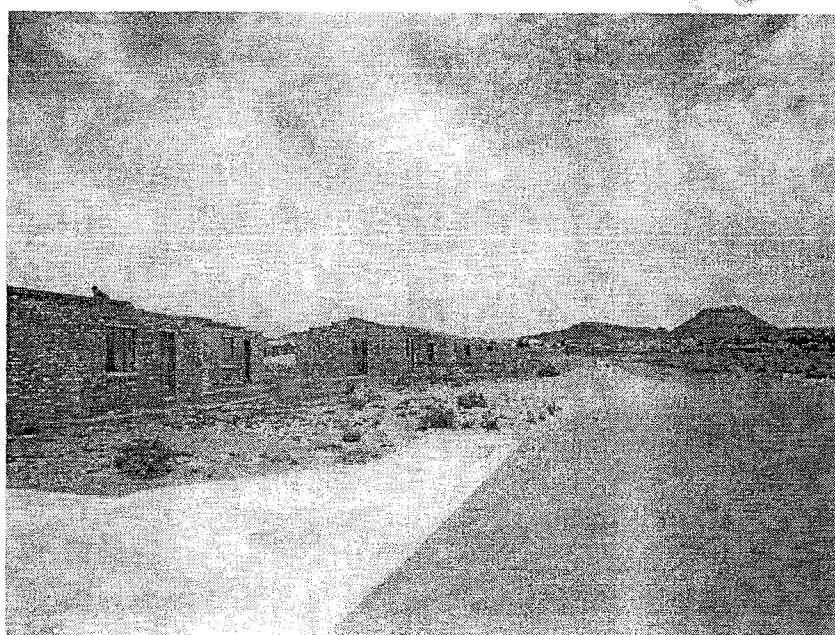
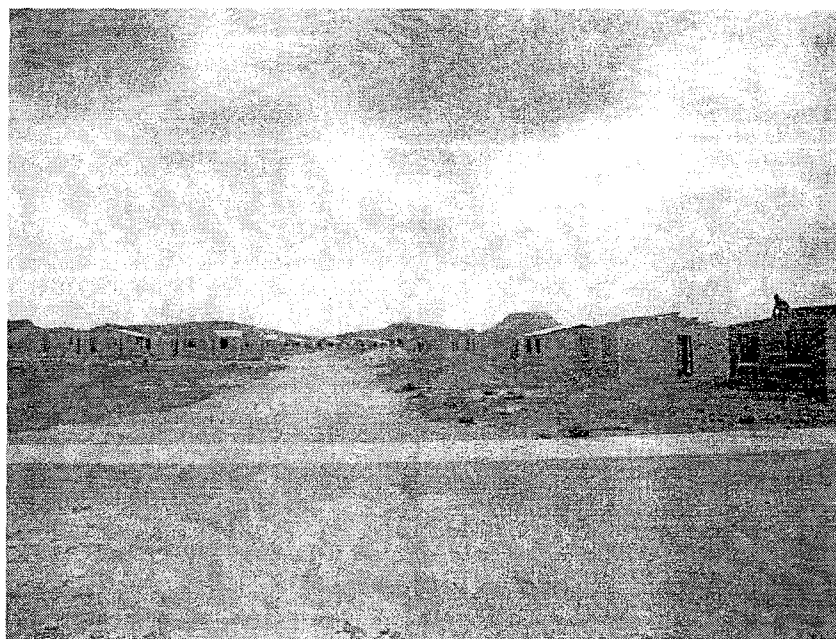
The 50 housing units are nearing finishing as they are now only at finishing's like inside plastering of the walls but the contractor has now run into his own administrative difficulties and we had to also remove him from site as he could not progress. The contractor to build the remaining 1848 has been awarded and the contractor is performing well and we are looking at finishing before the end of March 2010, the challenge that we faced there on the bulk services is still in existence but the first phase of the bulk water supply is under way as they have started with the construction of the initial 8km pipeline.

The three completed phases that have been handed over are now ready for the construction of the top structures.

Ouboks Housing Project



Pixley ka



In Renosterberg Municipality, the district is trying to speed up two projects in the area one being the Phillipstown 331 and the Keurtjieskloof 50. Both these projects have gone out on tender through the municipalities SCM system and we are awaiting for the start of the contractor on the mentioned sites..

We are now supposed to be increasing our role in all housing projects in the Region, and this should be done with the cooperation of the district office of the department of Human Settlements in preparations for our full accreditation and the eventuality of us taking over the housing functions and the projects in the Pixley ka Seme District Municipality's jurisdiction.

5.5.3 MOU

The MOU for the accreditation has been signed and submitted to the Department of Housing and Local Government; the municipality further came up with another MOU for the Ouboks project which outlines the relationship of all the involved parties and this is now in the process of being amended so as to bring in Bulk services.

All but one municipality have not signed their MOU's with the district municipality and that municipality being Siyancuma Municipality which is due to the absence of the Municipal Manager.

5.5.4 HOUSING PLAN

The drafting of a proper housing chapter /plan to be incorporated into the district IDP is complete and has been approved by council. Gaps have been identified in the current plan and the municipality is in the process of reviewing the plan so as to ensure it will cover all the relevant areas as identified by the department of human settlements.

The department is currently busy with the Housing Demand Data base that must inform the national housing needs data base that will be used for future allocations.

5.6 PLANNING, IMPLEMENTATION AND MANAGEMENT SERVICES

5.6.1 INTEGRATED DEVELOPMENT PLAN (IDP)

This report covers an account of Key Performance Areas (KPA's) and Key Performance Indicators (KIP's) according to our scorecard, SDBIP and the 2008/9 strategic plan as adopted by the Council.

The report also gives an account of experiences or lessons that municipalities went through during their IDP review process.

5.6.1.1 INTEGRATED DEVELOPMENT PLAN (IDP) OF PIXLEY KA SEME DISTRICT MUNICIPALITY (2009/10)

The District Municipalities IDP strategic document was tabled on 29 May 2009 and it is based on, among other things, the millennium targets and the five year Local Government strategic agenda. The document was adopted as a cornerstone to the service delivery in the region for the financial year 2009/10.

It is perhaps useful to mention here that the IDP reflects the aspirations of the people that the Council lead, and it is on that notion that the budget for 2009/10 has also been drafted, as the blue print of the Pixley ka Seme people's needs.

The document also plays a critical part in the performance measurement of Pixley ka Seme District Municipality, as it is a contract between the Council and the community regarding service delivery. From this contract a budget and Service Delivery Budget implementation Plan (SDBIP) for 2009/10 financial year was drawn up. The SDBIP was drawn up to effect the implementation of the IDP and provides the basis for measuring performance in service delivery against end-of-year development objectives and targets and implementation of budget.

As the IDP governs the input of the communities into what happens in the District and Local Municipalities, communities were involved during the drafting of the document through the consultation process.

5.6.1.2 LOCAL INTEGRATED DEVELOPMENT PLANS (IDP's)

Like the IDP of the District Municipality, the local Integrated Development Plans also set out some strategic agendas and focus for development and service delivery in 2009/10 financial year. The strategic development agendas are premised on five key performance indicators as set out by the Department of Corporate and Governance Affairs, Human Settlement and Traditional Affairs. The said five key performance areas are as follows:

- Basic service delivery;
- Municipal Institutional development and transformation;
- Local economic development;
- Municipal financial viability and management; and
- Good governance and public participation.

5.6.1.3 IDP ACHIEVEMENTS:

All the IDP documents for 2009/10 financial years were compiled and adopted by respective Councils as provided for by the Municipal Systems Act, of 2000. The dates that the IDPs were adopted are shown in the table below:

MUNICIPALITY	DATE ADOPTED
Pixley ka Seme District Municipality	29/5/2009
Emthanjeni	29/5/2009
Kareeberg	04/6/2009
Renosterberg	29/5/2009
Siyancuma	26/5/2009
Siyathemba	28/11/2008
Thembelihle	27/5/2009
Ubuntu	29/5/2009
Umsobomvu	11/12/2008

The District and its eight local municipalities submitted their IDPs to the MEC for Corporate and Governance Affairs, Human Settlement and Traditional Affairs for assessment and comments in terms of the Municipal Systems Act.

The assessed IDPs were presented at the IDP engagement session held in May 2009 in Upington. The outcome of the assessment was as follows:

Municipality	Scores (%)
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Pixley ka Seme District Municipality	88
Emthanjeni	74
Kareeberg	70
Renosterberg	56
Siyancuma	54
Siyathemba	64
Thembelihle	62
Ubuntu	50
Umsobomvu	64

From the above information, we can confidently say that the local IDP review process has improved very significantly and this is because of the hard work which has been done by municipalities and all structures that were involved in the process. On behalf of the Executive Mayor and the District Municipal Manager, we would therefore, like to take this opportunity to thank all the municipal managers and their officials for a job well done.

Informed of our roles and responsibilities, we undertook the under-mentioned activities during the IDP review process in order to assist local municipalities in strengthening their documents:

- We drafted the local IDP process plans that guided the entire review process;
- Statistical information on the social and economic profiles of the region and assistance were provided to municipalities to ensure that their IDP documents were credible;
- Most of the prescribed sector plans in the IDP guide pack were compiled and given to municipalities. These are required for strengthening the sustainability of local IDP processes;
- We assisted and managed service providers who assisted some municipalities with the compilation of their IDP documents;
- We attended and participated in all IDP representative forum meetings held during the review process to assist with the identification of development priorities for the 2009/10 financial year;
- The 2009/10 IDP evaluation framework document was given to municipalities before the engagement session held in Upington in May 2009;
- We represented the District and Renosterberg municipality at the engagement session as their IDP's were drafted by us;
- Conducted a workshop on spatial development framework for municipalities which form part of their IDP process;

- We created links with the provincial departments through the IDP process. The Department of Transport funded the upgrading of the main access roads in Prieska, Marydale and Niekerkshoop as well as the proposed taxi rank in Colesberg.

5.6.1.4 LESSONS LEARNED FROM THIS YEAR'S IDP REVIEW PROCESS:

It is important to mention once again that in terms of the provisions of the MSA 2000, the District and its eight local municipalities drafted their 2009/10 IDP documents. Valuable lessons were learned during the process of putting the plans together, and these will also serve as building blocks towards an improved planning tool for 2010/11 review process. The following lessons were drawn:

- Linking of planning, budgeting and Performance Management System (PMS) is still a challenge, but we hope that the said linkage will enhance service delivery in the region;
- Intergovernmental planning needs to be further enhanced through, eg. The district and the provincial IGR forums for effective inter-three-sphere planning;
- It was also noted that there is a need for a vibrant public participation structures, i.e. ward committees, NGO's, private sector and departments to strengthen public input into the IDP process;
- The need for better co-ordination, support and capacity to further ensure attainment of national and provincial imperatives; some of which will continue to be pursued beyond the current term of Council.

These lessons will be dealt with in 2010/11 IDP review process.

Land Use and Land Management.

- Of the total (32) building permit applications that we received during 2008/09 financial year 25 were approved.
- New commercial and residential buildings were inspected in some urban areas for compliance.
- New residential sites were drafted for the proposed township establishment in Victoria West and Petrusville. The layouts will be used for the provision of low income housing in these areas.

5.6.2 HUMAN RESOURCE MANAGEMENT

With regard to human resource management, the performance status during 2008/09 financial year indicates the following:

- All municipalities submitted their 2009/10 WSP to LGSETA for assessment and consideration;
- LGSETA granted funding for the Municipal finance administration NQF5 learner ship that will be implemented in 2009/10;
- All municipalities with the exception of the Renosterberg municipality were assisted with the drafting and submission of their EEPs to LGSETA;

- The MSIG activity plans of municipalities were compiled by us and they were submitted to DPLG for funding. Quarterly and monthly reports were also drafted and submitted to DPLG by us.
- All municipalities had their institutional plans except Renosterberg and Siyancuma who are still working on their plans.

CHALLENGES:

- Training programmes were suspended due to financial constraints.

5.6.3 LEGAL SERVICES

The legal unit has experienced significant changes from the previous years, the Labour Relations Officer was transferred to the Legal Unit from the Corporate services to Shared Services Centre so that he can work full time and directly within the unit all in an effort to deliver direct and efficient services to the District and all Local Municipalities within its jurisdiction.

All disputes, cases and matters that were referred to the unit from the district and its Local Municipalities were dealt with in the following manner; on receiving a notification of the occurrence of a misconduct the matters were referred to the relevant personnel within the unit depending with the seriousness and the nature of the offence. After receipt a notification of the receiving the instruction was sent to the relevant Municipality and a notification for either a hearing or referral to a dispute resolution was sent to the involved employee as soon as possible. A disciplinary hearing or a dispute resolution was then held on the date agreed upon by all parties. In most cases a resolution was arrived at (Disciplinary Hearing), In those cases where the parties did not arrive to a resolution such cases were referred to arbitration or alternative higher places (other Arbitration cases) to which most of such cases have been solved and the outstanding ones are to be solved on the future dates to which they have been postponed to.

5.6.3.1 DISCIPLINARY HEARING

In total 40 (forty) disciplinary cases were reported since July 2008 till June 2009 by the District and its Local Municipalities. 38 have been completed and 2 (two) are outstanding as they have been scheduled for dates in Jan 2010.

5.6.3.2 OTHERS/ ARBITRATION CASES

Amongst the above matters that were resolved within the Disciplinary Hearing only 1(one) was referred to arbitration and it is still outstanding as it had been scheduled for a date in January 2010. Other cases that could not be referred for disciplinary enquiries due to their nature were referred for arbitration and the Legal Practitioner directly dealt with and finalized most while as the outstanding ones have been postponed for dates that will commence from Jan 2010.

With the availability of the Law Library that was updated up to date and an online library Service the Legal Unit has struck legal grounds that were impossible in the previous years as preparation for all cases was timorously and adequately done, with little or no struggles in accessing the latest information precedents and relevant materials.

CHALLENGES

Lack of knowledge by the Employees on policies, rules, Laws applicable to them in terms of all work related issues e.g. Disciplinary Code Procedure, Eating, Drinking smoking policies and Basic Condition of Employment Act.

Lack of notification signs in the Municipality premises e.g. No Smoking within the Municipal Premises, Signs showing smoking and eating areas that have been provided within the Municipal Premises.

Lack of Proper Control Systems mainly at the financial department.

RECOMMEDATION

Notices Policies Rules and Laws in regard to Labour Issues among others should be made available in the gallery, main passages as well as common areas in the Municipal Buildings.

A Memo and a Brief should be made available to all Employees notifying them of all policies, laws, and rules that are being put on the gallery.

Attached to the Brief or Memo a list of employees names should be made available for all employees to sign to acknowledge awareness of such notices.

Pasting of precautionary and safety signs e.g. non-smoking, emergency exits at times of emergency, fire extinguishers, etc at all main entrances, common areas and other visible areas should be made available.

Smoking and eating areas should be provided and all employees are informed of such places.

Municipalities with traffic Departments should introduce a policy whereby all funds payable in relation to traffic services should be paid at such municipalities' main offices and a receipt produced and issued to the payee. The payee should then present such receipt to the traffic Department for the service to be rendered.

Training of legal unit staff on advanced labour relation and Arbitration should be considered to equip them with the latest necessary training as soon as possible.

All employees should be offered the opportunity to attend workshops and trainings on labour relation and all laws and matters affecting them at the work place to advance their knowledge in this regard.

5.6.4 PERFORMANCE MANAGEMENT

All local municipalities, excluding Siyancuma were assisted with the compilation of their frameworks and score cards. Siyancuma could not be assisted as there was no service level agreement between the District Council and the municipality.

- Five municipalities, namely the District, Emthanjeni, Kareeberg, Thembelihle and Umsobomvu were assisted with the updating of their score cards.
- As part of the PMS process we had conducted some training for section 57 managers and councillors during 2008/09 financial year.

- The District municipality and three local municipalities, namely Emthanjeni, Kareeberg, and Umsobomvu compiled and implemented their PMS.
- Performance Audit Committee was not established as municipalities opted for the use of the existing Audit Committee.

CHALLENGES

Monitoring of the PMS process was a problem due to a wide range of factors. In view of this, we adopted a new approach in 2009/10 financial year so as to address the problems.

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